

**Evergreen Fire District**  
**Board of Trustees**  
**Meeting**  
Meeting Minutes <sup>2020</sup>  
Regular Board Meeting of January 6, ~~2019~~ – 6:00 pm

**CALL MEETING TO ORDER:**

Vice Chairman DePaul calls meeting to order at 6:19 pm in Verworn's absence at the start of the meeting. (quorum is present)

**TRUSTEES PRESENT:**

DePaul  
Fallon  
Brockman

**ABSENT:**

Nace

**RECOGNIZE EFD STAFF IN ATTENDANCE:**

Fire Chief Williams  
Fire Marshal Covington

**RECOGNIZE PUBLIC IN ATTENDANCE:** (none)

**PUBLIC COMMENT:**

*At this time, public may comment on any public matter that is not on the Agenda of the Meeting and that is within the jurisdiction of the District. (none)*

Vice Chairman DePaul prefers that Chairman Verworn be present for the Type I Engine Update and Financing Discussion so moves #3 of Past Items/Updates to the bottom of the agenda.

**FINANCIALS:**

**Discuss and Approve September, October and November 2019 Financials**

*Motion; Fallon, to accept the financial statements and approve checks that were written as well as the ETFs. (Fallon requests a separate report for EFT's going forward)*

*Second; Brockman*

*Vote; 2 in favor (Brockman, Fallon); 2 absent (Nace, Verworn) motion carries by quorum.*

Fallon states that instead of receiving the 'transaction by account' reports he would like to see the EFT reports instead as the information already exists in the reconciliation. What is really being approved is 'disbursements' which would be checks written and EFT's. EFT's do not require a Trustees signature but the Board still needs a mechanism to approve them. He states this will require a motion at a future meeting.

**PAST ITEMS/UPDATES:**

1. **Discuss and Approve Meeting Minutes for Regular Board Meeting of December 2<sup>nd</sup> and special meeting December 16, and impromptu meeting at Glacier Bank to establish signers on the HRA account.**

*Motion; Brockman, to approve all 3 sets of meeting minutes which include December 2<sup>nd</sup>, December 16<sup>th</sup> Special Meeting and the impromptu 'meeting' at Glacier Bank.*

*Second; Fallon does not second the motion. Vote; In Favor; 1 (Brockman); Oppose; 1 (Fallon); Vice Chairman DePaul votes in favor and breaks the tie. Motion carries.*

2. **District Personnel IRA Update**

Chief Williams states that healthcare, HSA, HRA and have been straight forward. The IRA's have not been completed due to holidays and personnel not being able to get appointments quickly. He tells the Board that both he and Cheri (administrative assistant) have been required to provide personal information (social security numbers, home addresses) on individuals' accounts. Both he and the admin have declined to provide that information because it is not clear why it is necessary when it seems more reasonable for them to use the District's EIN number. This has held up a few personnel from establishing their IRA



them to use the District's EIN number. This has held up a few personnel from establishing their IRA accounts. Some IRA firms are stating that the reason is linked to the Patriot Act but it still does not make sense that some are requesting the personal information and others are not. Both Chief Williams and the admin assistant have consulted with Fallon who agrees that this is not standard and that the EIN should be used. Fallon has offered to contact the financial institutions in a telephone conference or directly alongside those personnel who already have accounts with Vanguard/Fidelity who are requiring the personal information. A date and time of Tuesday, January 14<sup>th</sup> at 10:00 am is confirmed to meet with Ashley at Stahlberg to continue discussion that was started prior to her maternity leave regarding accounts 7204 and 9428.

**3. Apparatus Travel Expense**

Chief Williams states there will have to be a few trips made to Wisconsin during the build of the new apparatus with the first trip to take place in February (12<sup>th</sup> through the 14<sup>th</sup>) to pick the control panel. Builders of the apparatus advise against trying to do this via email. They have an entire room of nothing but control panels/consoles and there is no way of making a completely informed decision without seeing it all in person. This was not anticipated by Chief Williams until Spring but completion of the apparatus is on a much faster track because of dealing with GPO and could be completed in as soon as 7 months. Chief Williams asks if the travel costs could come from 7204 and be reimbursed by 7250. Fallon states it could have if the travel costs had been part of the purchase price but since that is not the case then the question should be asked of the auditor or Stahlberg. Chief Williams states the first trip (of 3) will be more expensive due to not being able to book flights or motels for 4 people (truck committee) further in advance. He states that the people going are the people who know how the apparatus needs to be designed for best functionality. Fallon asked for a clarification on the GPO process and not having to vet out bids. Chief Williams directs Trustees to the print out in their packets that provides full explanation of the GPO process as well as the MCA 18 - 4 - 401 that allows districts to use vendors who have already been vetted via the federal GPO program. This is the District's third procurement as a member of this government program. Fallon asks if there was any adoption of part or all of the process by the Board and Covington and DePaul agree that there had been a motion made.

**NEW ITEMS:**

**1. EFT Process Discussion/Health Insurance Funding**

Fallon clarifies new EFT transactions by stating that there will be one check written once per month to StarMark to cover personnel who have their health insurance and an EFT possibly once every 6 months to transfer the funds necessary to cover the HRA account which NueSynergy allocates to each participant by crediting each account with the appropriate funds (up to 500.00). NueSynergy will be receiving invoices/receipts from the participants and then reimbursing participants out of the HRA sub-account via paper check or electronic deposit. This cannot occur out of the County account (7204). Fallon states a decision still needs to be made regarding which account the HRA monies will be taken out. A preference has not been given from StarMark whether they would like a lump sum into an account or if they would prefer monthly. A payment can be easily made from 9428 via electronic transfer. If the payment comes from 7204 (County account) then a paper request to the County must be made to have them complete a transfer from 7204 into the HRA account.

**PROPOSALS:**

**Phone System Quote Update (*Chairman Verworn is now present at the meeting at 7:25pm*)**

1. Covington states the quote resubmitted from last month is still the only quote he can provide because it is still the only quote given out of anyone he has contacted. Any others he has contacted have not followed up with a phone call; not provided any information and/or quote nor will they schedule time to consult with the District. However, he has been advised multiple times to 'not go with Charter.' Fallon asks if that means the District should replace the Charter connection with another and Covington confirms. He states Century Link has kept up with the times but Charter has not. Fallon names alternate internet providers of Mountain Max and Blackfoot. Covington states he has only been working on phone systems and not internet providers. He had spoken with a local employee who couldn't work on the District's account because it has been sent to an Arizona office. The analog phones (refuge/stairwell phones) were not looked at and most likely not considered in the quote. It is not known at this point if they will have to be replaced or what the additional cost might be. Covington points out that the quote includes 2 master phones but only 1 is needed. A headset for the administrative assistant is included in the quote. He was told the installation should take approximately 2 weeks and states he will look into internet providers as Fallon suggested. Trustees agree that the expense is a capital improvement and should come from 7250.



*Motion; Fallon to approve the expenditure of \$6548.00 for the Total.Com phone replacement to be spent out of 7250.*

*Second; Brockman Vote; In favor; 4 (Brockman, Fallon, DePaul, Verworn) 1 absent (Nace). Motion carries.*

**4 Type I Engine Update/Engine Financing Discussion**

Covington states that the previous minutes were too vague. County asks for an explanation reflected in the minutes of how the money is going to spent; verbiage stating the account and etc. Covington states there is currently a loan through Glacier Bank for \$200,000.00 with \$400,000.00 coming from CIP (7250). Covington states the minutes should reflect \$397,825.00 coming from 7250 with the remaining \$200,000.00 coming from the loan at Glacier Bank. Verworn asks if that amount is including the travel expenses and is told that those expenses are not included. DePaul asks if the loan payment will be set on a monthly or quarterly basis and it is not known at this time. DePaul suggests that a semi-annual payment agreement might work best. Verworn states he is comfortable with quarterly or semi annual payments. Chief Williams states that the loan has to be paid in full within 30 days or a \$24,800.00 penalty will be assessed to the District. Fallon asks what expenditures are expected to be made from 7250 between now and June 30<sup>th</sup> and the next fiscal year. Chief Williams states SCBA's of which payment can be deferred past June and a chase rig. SCBA's have been quoted at \$157,000.00 and can be put on a 3 year payoff plan with zero interest. He states the majority of SCBA will be out of compliance with NFPA standards at the same time but not for a couple of years. Fallon states that \$157,000.00 was not part of the CIP plan. Covington states it was a part of the budget at \$60,000.00 per year. Chief Williams questions if SCBA is not considered equipment. Fallon states SCBA was never a part of what was 'put in front of the people to say \$216,000 is going into 7250 for equipment replacement'. Fallon states the amount of money that was calculated was based on vehicle replacement schedule not general purpose equipment. Chief Williams disagrees with Fallon and states it was written 'equipment and apparatus'. Fallon asks which vehicles are not going to be replaced. Verworn states he plans on speaking with Attorney Kim Christopherson regarding the paperwork for a 501 C 3. He states the District is missing out on tens of thousands of dollars a year and the process takes a year to become approved.

*Motion; DePaul, to approve the expenditure of \$397,825.00 from 7250 as down payment to Pierce for the PUC fire engine purchase for Evergreen Fire District with the remaining approximate \$200,000.00 coming from a loan with Glacier Bank.*

*Second; Brockman Vote; In favor (Verworn, Brockman, Fallon), Absent 1 (Nace). Motion carries.*

**CHIEF'S REPORT:**

**1. November 2019 Call Volume**

**A) Comparison Incident Count by Weekday/Hour (all zones) for November 2018 & 2019**

Fridays are still the busiest day between 1800 and 2100 hours in both 2018 and 2019.

**B) Comparison Incident Count per zone for November 2018 & 2019**

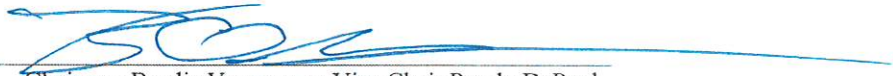
Total call volume for November is slightly up from 2018 with 254 vs. 241 in 2018. Primarily due to increase in inter-facility transports with 119 vs. 90 in 2018.

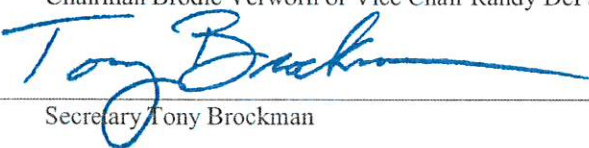
**C) Comparison Incident Statistics for November 2018 & 2019**

Chief Williams states the department closed out the year with 3,108 calls making it the first official year that the 3000 mark has been surpassed in call volume. Chief Williams states that he will provide a final yearend report at the next meeting. Verworn asks what the department's call volume is compared to Whitefish and is told that EFD will be close to 300 more calls than Whitefish and that Kalispell is still ahead but that EFD is slowly and steadily catching up. EFD has surpassed 3 Rivers in EMS.

**Adjourn 8:07pm**

*The President of the Board of Trustees, as presiding officer of any meeting of the Board of Trustees, may close the meeting during the time the discussion relates to a matter of individual privacy; and, then, if, and only if, the presiding officer determines that the demands of individual privacy clearly exceed the merits of public disclosure. The right of individual privacy may be waived by the individual about whom the discussion pertains; and, in that event, the meeting must be open.*

  
Chairman Brodie Verworn or Vice Chair Randy DePaul

  
Secretary Tony Brockman